Exchange 2016 Mailbox Setup in Apple Mail

Your Microsoft Exchange 2010 account cannot directly be updated to Exchange 2016. It must first be removed, then replaced by a new Exchange 2016 account.

To remove the Exchange 2010 account from Apple Mail:

1. Open **System Preferences** and click **Internet Accounts**.

2. Select the account you wish to upgrade, and click the minus (−) button at the bottom of the dialog to delete it.

3. Click the **OK** button on the dialog that pops up to confirm deletion of the account from your computer. If you have iCloud set up, click **Remove From All** to remove the account from all your Apple devices.
To set up the new Exchange 2016 account:

1. Open System Preferences and click Internet Accounts.
2. Select the Exchange entry on the right side of the dialog, or click the plus (+) button at its bottom.

3. Enter your name and e-mail address in the appropriate fields on the dialog that pops up, then click Sign In.

4. Click Sign In again on the next dialog.

5. The user name is replaced with your e-mail address. Replace it with your Exchange user ID, then click Continue.

6. If asked for the Exchange server address, enter mail.weizmann.ac.il.

7. Select the items you wish to sync when presented with all items available, and click Done to complete account setup.